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Civil Rights Certification & Compliance System

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1. What is the Civil Rights Certification & Compliance System?

The Civil Rights Certification & Compliance System (CRCCS) is an online tool for use in applying for DBE Program Certifications. Applicants submit documents and information supporting their initial eligibility and thereafter submit annual program eligibility review documentation. DBEs and applicants as well as UCP and program administrators have the ability to communicate with each other. The system saves all documentation submitted as well as tracking communication among program stakeholders.

The system is based on the B2Gnow Certification & Compliance System, a national firm that supplies business to government online data services.

2. Is there a cost to the applicant to use the CRCCS system?

No. The application is completed entirely online at no additional cost to the applicant.

3. I have questions regarding the DBE application; who can I contact for assistance?

There are detailed application instructions available online at the Civil Rights Certification and Compliance System webpage. If you have questions about the program, the Department's DBE Supportive Services provider OHITIKA designs, Inc., is available free of charge to answer any additional questions.

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3. How long is the certification process from start to finish?

Due to the major influx of new applications, we must work each application in the order received. The Department will only act on complete applications.

Incomplete applications will not be presented to the UCP Board for consideration.

Home office/on site reviews are required by regulation. North Dakota applicants will be reviewed by DBE Supportive Services at their business premises to determine managerial and operational aspects. An out-of-state firm's home state is asked to forward the firm's home office/onsite review to the Department.

4. How will a prime contractor find my firm to solicit my quote?

- All certified firms are listed in the DBE Directory-
<https://dotnd.diversitycompliance.com/FrontEnd/VendorSearchPublic.asp?TN=dotnd&XID=274>
- To find DBE firms, click "**Search**" at the bottom of the page to view all DBEs in the ND DBE Directory.

5. How do I apply for DBE Certification in North Dakota?

- Access the online application system at: <https://dotnd.diversitycompliance.com/>
- Click the Apply for Certification link:
<https://dotnd.diversitycompliance.com/FrontEnd/StartCertification.asp?TN=dotnd&XID=8147>
- Then click Create Account and follow the prompts.

6. How do I submit my annual eligibility review documents to support my DBE Certification in North Dakota?

- Access the online application system at: <https://dotnd.diversitycompliance.com/>
- Click the Apply for Certification link:
<https://dotnd.diversitycompliance.com/FrontEnd/StartCertification.asp?TN=dotnd&XID=8147>
- Choose a link below Renew Your Certification – either Login or Lookup Account.

7. What should I do if I have issues with the software?

From the main Civil Rights Certification and Compliance System homepage:

<https://dotnd.diversitycompliance.com/>

- Click Help/First Time Visitors to learn how to:
 - Log in to the system
 - Retrieve your username
 - Change your password
 - Get help from customer/technical support
- Click Contact Us & Support to request support

8. Will there be any training classes on how to use the new system?

From the main Civil Rights Certification and Compliance System homepage:

<https://dotnd.diversitycompliance.com/>

- Click Training & Events to learn select free classes.
 - Hour-long web-based courses with live instructors and other users just like you.

9. I'm a DBE in my home state, do I need to use the online system to apply for DBE Certification in North Dakota?

Yes, after a DBE is certified in their home state, the firm may apply for certification in North Dakota through a simplified process.

- Submitting an interstate certification application through NDDOT's online application system allows a quick and paper-less means to apply for DBE Certification in North Dakota. To begin your application, navigate to: <https://dotnd.diversitycompliance.com/>
- Your firm does not need to create a new certification application. Instead, you need to simply provide all documentation that your home-state received on which the DBE Certification decision was based.
- As required in 49 CFR Part 26, the home-state will have made its determination to certify based on:
 - Federal tax returns – both personal and business
 - Proof of ownership
 - Proof of group membership
 - Your company's organizational documents such as by-laws, partnership agreements, articles of incorporation and the like.
 - A list of equipment used to perform the work your firm is certified to perform.
 - Affidavits of No Change
 - Other items may have been included in the supporting materials on which your certification was based.
- An interstate certification application is not complete when the applicant has not submitted the supporting documentation.

10. I'm a new DBE program applicant; do I have to create a new account?

Yes, if you are not already a DBE certified in North Dakota or another state that uses the B2Gnow Certification & Compliance System.

- Navigate to: <https://dotnd.diversitycompliance.com/> to search the system's user.
- Enter search parameters in the Search box and click the Search button. Search results are then displayed at the bottom of the page.
- If you do not see your business listed in the search results, or the contact information is incorrect, send an email to the customer service contact listed on the Contact Us & Support page. Include your business and personal contact information for verification.
- Additional information may be requested for security purposes.

11. I'm a currently a DBE certified in North Dakota; do I have to create a new account?

No, you are already in the system.

- Navigate to the main Civil Rights Certification and Compliance System portal page.
- Click on the Apply for Certification link on the right side of the Log In page.
- Locate "I Forgot My Username & Password" in the center of the page under the blue Renew Your Certification bar.

- Click Lookup Account.
- Enter your Federal Tax ID (or social security number in the case of a sole proprietorship) to locate your account.
- Click “Certs” link at the right side of your entry.

12. I’m a currently a DBE certified in another state; do I have to create a new account?

If you are currently certified in a state that uses the B2Gnow Certification & Compliance System, you are already in the system.

- Navigate to the main Civil Rights Certification and Compliance System portal page.
- Click on the Apply for Certification link on the right side of the Log In page.
- Locate “I Forgot My Username & Password” in the center of the page under the blue Renew Your Certification bar.
- Click Lookup Account.
- Enter your Federal Tax ID (or social security number in the case of a sole proprietorship) to locate your account.
- Click “Certs” link at the right side of your entry.

13. What my DBE firm’s address has changed or we have a new telephone number?

For any simple change of contact information that needs to be made in the system, email customer support at: crsshelp@nd.gov

You will receive a list of any additional information that may need to accompany contact information changes made intermittently between annual eligibility reviews and annual Notices of Change Affidavits.

14. What types of documents do I need to submit with my annual Notice of Changes Affidavit?

Material changes to your business operations necessitate supporting documentation. Questions related to documentation may be directed to DBE Supportive Services at dkdbe@midco.net or crsshelp@nd.gov.

- Equipment – include new titles, registration cards, proof of insurance, and proof of purchase.
- Agreements/Contracts – include new business agreements/contracts, i.e., lease or rental, consultant, workforce/employment, management, loans, partnership.
- Updates/changes in governing documents such as articles of incorporation or by-laws.
- Minutes of stockholders/ board of directors meetings.
- Stock ownership – any changes in stock issued, sold, transferred, etc.
- New Certifications or Denials – (DBE, SBA 8 (a) or SDB) made by any state or agency.
- Interstate Certifications - Current Home-state DBE certificate/letter/directory entry
- Any material change to your business that may affect your eligibility based on the federal rules governing DBE Program eligibility.

15. How can I find contracting opportunities on transportation related projects in North Dakota?

- If you intend to locate work or generate sales in North Dakota, it is very important to sign up for the Department's ListServ. NDDOT circulates notices of project changes, wage rates, requests for bids, and other important DBE Program and construction project information through the Civil Rights Division's

ListServ. Sign up for the ListServ: <http://web.apps.state.nd.us/itd/listserv/maint.htm?reqid=DOT-CRO&request=AgencyListServEnterEmail>

- Prime contractors and large subcontractors sign in to the Bid Opening Sign In System to indicate their interest in bidding on work. Navigate to <http://www.dot.nd.gov/business/bidinfo.htm> to access the Report for Prime Contractor & Sub over \$500K Sign-In. Then call, email, or fax bidders with your quote using the contact information provided there.